

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1131

GRADE: S-34

TITLE: DIRECTOR, PERSONAL PROPERTY, STATE INCOME AND LICENSE

DEFINITION:

Under direction, to direct the activities of the Personal Property, State Income and License Division of the Office of Assessments; and to do related work as required.

TYPICAL TASKS:

Plans, organizes, and directs the work of professional, technical, and clerical staff in the maintenance of tax files and records, the assessing and billing of personal property and related taxes, the auditing of state income tax returns, the collection of delinquent taxes and the issuance of State and County business and professional licenses;
Supervises and evaluates the work of principal subordinates;
Develops operating policies and procedures;
Directs the maintenance of individual and business personal property accounts;
Confers with taxpayers and/or business representatives having difficult or unusual problems;
Reviews or determines pertinent facts and explains tax laws and procedures;
Testifies in court as a representative of the County;
Oversees the collection of taxes, purchase of vehicle decals and other miscellaneous citizen services provided at area branch offices;
Administers programs to identify additional personal property accounts by comparison of County files with Department of Motor Vehicle Records;
Keeps informed on changes in State and County tax laws, procedures, and rulings.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of personal property appraisal practices;
Good knowledge of applicable State and County tax laws and procedures;
Knowledge of modern office practices and procedures;
Knowledge of the principles and practices of organization, management, and personnel administration;
Ability to plan, organize, coordinate and direct the work of subordinates;
Ability to speak and write effectively;
Ability to establish and maintain effective relationships with others.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to graduation from an accredited college or university with a major in accounting, finance, economics business administration, or related field; plus five years of progressively responsible experience in one or more of the following areas: real estate/personal property appraisal, business licensing, governmental auditing, accounting or budgeting, including two years of managerial experience. A master's degree in an appropriate field may be substituted for one year of the required experience.

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NECESSARY SPECIAL REQUIREMENTS:

This position, because it is one with financial responsibility, will be subject to a criminal history record check and credit check as a condition of hiring and periodically thereafter. Applicant or employee will be required to submit a request for a criminal history record check and credit check to the appropriate agency. **Applicants/employee in this position must demonstrate financial responsibility in personal finances as a condition of employment.**

REVISED: April 16, 2002

REVISED: November 16, 1987